

Board of Trustees

Minutes

February 11, 2016

A regular meeting of the Westchester Public Library Board of Trustees was held at the Thomas Public Library, 200 West Indiana, Chesterton, Indiana, on Thursday, February 11, 2016, at 7:00 pm.

Members present: Abbe Trent
Kathryn Cochran
Michele Corazzo
Michael Livovich
Nick Tilden
Members absent: Rondi Wightman
Drew Rhed

Also present at this meeting were Director Leea Yelich, Thomas Branch Librarian Julia Bowersox, Information Technology (IT) Manager Joseph Harry, Technical Services Librarian Rose Halpin, Museum Curator Serena Sutliff, Attorney Terry Hiestand, Jeff Schultz of the *Chesterton Tribune*, and Minutes Recorder Christine Hoover.

This meeting was called to order by Board President Abbe Trent at 7:00 pm.

Approval of Minutes

A motion was made by Kathryn Cochran to approve the two sets of minutes from the January 14, 2016, meetings as presented. Michael Livovich seconded the motion. All voted in favor, and the motion passed.

Financial and Statistical Reports

The Year to Date Public Service Units figures seem to be confusing and/or incorrect. Director Yelich is working on a better way to report statistics by establishing a Statistics Committee.

Approval of Claims and Warrants

A motion was made by Nick Tilden to approve the Claims and Warrants Reports as presented. Kathryn Cochran seconded the motion. All voted in favor, and the motion passed.

PastPerfect Presentation

Museum Curator Serena Sutliff provided a written summarization of the Westchester Township History Museum's Photograph Digitization Plan. The digitization process was first discussed in 2013, and digitization is now underway using the PastPerfect system. PastPerfect was described by Ms. Sutliff as "the Museum's version of Polaris". Upgraded software was purchased for the PastPerfect online version at a cost of \$352 per year. For this fee,

PastPerfect hosts and maintains the Library's website while the Library retains the copyright and design access. All 798 of the Prairie Club photos have been digitized and are currently available online. The online catalog can be accessed at westchesterpl.pastperfect.com and through the Library's home page. This entire digitization process of the Museum's photograph collection is estimated to take four to five years to complete.

Librarian's Report

The IRS has set a maximum dollar amount that can be deposited into an individual or family Health Savings Account (HSA). An amount equal to the annual health insurance deductible was deposited into each qualifying staff's HSA account, and this amount may have gone over what is allowed by the IRS. Staff were advised of this so they can consult with their tax preparers concerning any resulting tax issues.

The Library will be included in the first phase of the new Statewide Remote Circulation System (SRCS). So far, there are 169 participating libraries in Indiana representing a catalog of over 36,000,000 items.

The drafting of internal controls guidelines is still being worked on, and a sample of another library's ethics policy was shared with the Board. These types of controls serve as an internal checks and balance system. Next month's meeting should have guidelines for review.

The 2015 Annual Report for the Indiana State Library was completed and submitted. The Annual Financial Report for the State Board of Accounts is due on February 29.

There have been a few roof leaks at some of the Library buildings. Water leakage is a common problem this time of year, and the leaks are being addressed as they arise. Any actual roofing work will be attended to once the weather warms up.

The Library Service Center has some new yellow recycling bins for plastics and cardboards.

The dates October 5 and October 26 were selected as possible dates for the next Northwest Indiana Library Board Association (NILBA) meeting. The Board agreed that October 5 would be the preferred date.

Amanda Horton was hired as a ten-hour per week page, and Julia McMeans will be rejoining the staff as a part-time clerk. The Indiana State Library will provide four training sessions this year. Polaris training may also be provided for the staff this year. The IT Department has been conducting monthly staff trainings as well as training sessions for the public.

A new Resource Description and Access (RDA) system is being implemented in the Technical Services Department to index data. This is an international cataloging system being used for internet usage that was adopted in 2013.

The Nonprofit Network Night/Volunteer Fair will be held on June 16. Dates for other events have been set, and managers have volunteered to serve on various committees to work on these events.

The Statistics Committee will be meeting to decide how statistics required by the State can be efficiently and accurately generated. Once a system is in place, those who record and report statistical numbers will make sure input is being done consistently and accurately.

Forty new computers have been purchased to replace staff computers. From this point in time, computers will be on a replacement schedule to help with future planning and budgeting. The life expectancy is around four years for each computer.

The Library is holding a “Hoosiers Love Reading” Winter Reading Program, and this program has been named as an Indiana Bicentennial Legacy Project. The Library is looking into having its collection of yearbooks digitized through the Indiana prison system.

Free tax help is available at the Library Service Center. Laptops have been purchased for the tax helpers. After the tax help sessions have concluded, these laptop computers will be available for managers’ use in their various programs.

Technical Services Librarian Rose Halpin is working on an inventory project for managers’ professional development books. Having these books logged in an internal system will allow staff to see what books managers have in their offices so books already in house are not duplicated.

Old Business **Library signage**

Michele Corazzo made base models for the proposed Library signs. These signs would be outside of the Library buildings, and the base models are designed to reflect the outdoor construction of each building. The next step is to meet with sign companies to see what types of materials and styles are available and at what cost to construct the proposed signs. Nick Tilden advised that he has a supply of Porter bricks that could be used for the sign bases.

Legal Services Contract

The Legal Services Contract for Attorney Terry Hiestand has been updated to increase the pay to \$15,000 per year.

A motion was made by Kathryn Cochran to approve the updated contract as presented. Nick Tilden seconded the motion. All voted in favor, and the motion passed.

Horizon Paperwork

The Horizon Trust & Investment Management Resolution for Organizational and Entity Accounts has been revised and provided to the Board. This resolution defines who is authorized to conduct business on behalf of the Library. Horizon needs to be kept up to date with names of Board members. Suggested changes and corrections will be made, and this document will be available to vote on at the next meeting.

New Business **Salary Study**

In an effort to provide staff with a fair and reasonable compensation, Director Yelich prepared a salary study to evaluate the current salaries of Library employees. This study proposes pay raises across the board for all managers and staff plus adds a full-time position in Graphics/Public Relations. There are other aspects of management benefits that need to be taken into consideration such as that the Library basically pays the health insurance deductible expense; and if this money is not used, it goes to the employee. Job descriptions also need to be reevaluated to be sure all the duties are being listed. This does not need to be acted upon immediately, and the Board would like to look over this report and discuss it further at the next meeting.

Nerf Night Policy

An after-hours “nerf night” is being planned for young adults. This would involve providing nerf guns to participants as they played a “capture the flag” type of game inside the Library. This is a way to get this age group into the Library so they can realize that it is an enjoyable place to be. This could be tied in with popular teen books such as *Hunger Games* or *Divergent*. A permission slip is in the works, and rules need to be in place. More information will be forthcoming.

Other Business Potential Property Donation

Attorney Hiestand sent a memo to the Board reporting his investigations and results of his talks with adjacent property owners of the property in question on Highway 49 and Route 20 in Porter. He suggested the Board hold an executive session to discuss the pros and cons of this property acquisition. The Board decided to hold an executive session after next month’s meeting to discuss this issue.

Internal Controls

The Policy on Materiality and Process for Reporting Material Items handed out at this time is modeled after the policy used by the Indiana Township Trustees Association. A policy needs to be in place to determine when notification needs to be made to the State Board of Accounts of any erroneous or irregular shortages that are found and unreconciled. The policy needs to specify how much has to be unaccounted for before notification is made to the State Board of Accounts. The sample made available to the Board specified the amounts to be in excess of \$500 cash and in excess of \$2,000 for non-cash items. This policy will be further looked into and can be voted on at the next meeting.

The date of the next Board meeting is March 10, 2016, at 7:00 pm.

Michele Corazzo made a motion to adjourn this meeting at 9:30 pm.

Respectfully submitted,

Christine Hoover, Minutes Recorder for
Michael Livovich, Secretary